



Arizona Department of Education
Research and Evaluation Section
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Tom Horne
Superintendent of
Public Instruction

To: Superintendents, Principals and Charter School Administrator
From: Alphonse Damas, Director
Date: July 15, 2005
RE: School, District and State Report Cards (Ref#RE05010-E)

Dear Superintendent/ Principal/Charter School Director:

The data collection period for the school year 2005-06 School Report Card (SRC) is fast approaching. **The SRC data collection website will open on Tuesday, August 2, 2005 and close on Friday, September 16, 2005.** In accordance with A.R.S. §15-746, all Arizona public schools must submit a SRC.

To access the School Report Card Web site:

1. Go to the Department of Education's web site www.ade.az.gov
2. Click on Common Logon. You will find this on the top far right on our web site
3. Enter your USER NAME ACCOUNT and PASSWORD. **You do not need a new password for the school report card application**
4. Click Continue.
5. Click on SCHOOL REPORT CARDS.

If you experience any difficulties with the Logon or Password, please contact the Support Center at enterprise@ade.az.gov or call (866) 577-9636 or (602) 542-7378. If you are a new administrator and do not have a username and password, you will need to call the above number(s) to receive one.

It is the school's responsibility to edit the SRC submission for errors before submitting report card data. **This year schools' will be able to edit the report card until the closing of the application September 16, 2005.**

The deadline for submission of your school's data to ADE is **Friday, September 16, 2005. Please note, failure to submit the school report card may result in the withholding of classroom site fund monies as indicated in A.R.S. §15-241 and/or make the LEA ineligible for competitive federal grants.** Additionally, a list of schools that fail to submit a SRC will be made available to the public and the Arizona Legislature. Given the importance of this data collection, please add this important date to your calendar.

Thank you for your prompt response to this request. Any questions concerning the SRC should be directed to La Donna Woodworth at (602) 542-5022 or e-mail at reportcards@ade.az.gov.

Sincerely,

Alphonse Damas, Jr., Ph.D.
Director of Integrated Data Management
Research & Evaluation